

SPECIAL AGENT-IN-CHARGE, DEPARTMENT OF CORRECTIONS

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: March 24-26, 2003

Collective Bargaining Identification: E98

Job Analysis Conducted By: Mary Sue Bautista
Staff Services Manager I
Personnel Examining Section

Tamara Massey-Ferguson
Associate Personnel Analyst
Personnel Examining Section

Number of Incumbents: There are 5 incumbents in this classification per the Department of Corrections Filled/Vacant Position Report dated February 3, 2003.

Subject Matter Expert(s):

Thomas Moore, Assistant Director, Office of Investigative Services, California Department Of Corrections, Headquarters

Mr. Moore currently works as an Assistant Director for the Office of Investigative Services with the California Department of Corrections. He has been in this position for six months. Mr. Moore has also worked as a Special Agent-In-Charge for 1½ years with the Office of Investigative Services. He has worked a total of 7 years, 9 months with the California Department of Corrections. Mr. Moore's work experience also includes employment with the California Department of Justice and other various Law Enforcement Agencies.

Reynando Accooe, Parole Administrator I, Adult Parole, Law Enforcement and Investigative Services Unit, California Department of Corrections, Headquarters

Mr. Accooe currently works as a Parole Administrator I, Adult Parole for the Law Enforcement and Investigative Services Unit with the California Department of Corrections. He has been in this position for one year. Mr. Accooe also has worked as a Senior Special Agent for 3 years and a Special Agent for 1 year with the Law Enforcement and Investigative Services Unit. He has worked a total of 10 years for the California Department of Corrections.

Jerry Negrete, Special Agent-In-Charge, Department of Corrections, Office of Investigative Services, California Department of Corrections, Headquarters

Mr. Negrete currently works as a Special Agent-In-Charge, Department of Corrections for the Office of Investigative Services with the California Department of Corrections. He has been in this position for 5 years, 8 months. Mr. Negrete work experience also includes positions held in various levels of custody classifications. He has worked a total of 25 years for the California Department of Corrections.

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INFORMATION GATHERING**

The initial list of tasks and knowledge, skills & abilities statements were identified after conducting a literature review which consisted of:

- Exam history file
- State Personnel Board job specification
- Consulting with various Subject Matter Experts